#### NAMDRP PROGRAM

4790 Ser N4/ 30 Oct 01

From: Commander, Helicopter Tactical Wing, U.S. Pacific Fleet To: Distribution

Subj: LOCAL COMMAND PROCEDURES FOR NAVAL AVIATION MAINTENANCE PROGRAM STANDARD OPERATING PROCEDURES (NAMPSOP) (OPNAVINST 4790.2H, VOLUME V) CHAPTER 10.

Encl: (1) NAMDRP Routing Sheet

- (2) NAMDRP Tracking Form
- (3) Individual Report Tracking Sheet

#### 1. Purpose and Scope:

- a. The following Naval Aviation Maintenance Discrepancy Reporting Program local command procedures provide guidance for shore base commands and deployable units.
- b. This supplement provides additional local requirements for COMHELTACWINGPAC activities, Maintenance Department, Naval Aviation Maintenance Discrepancy Reporting Program.
- 2. Cancellation: CHTWP LOCAL NAMDRP NAMSOP 10 DATED 29 MARCH 1999
- 3. Local Command Procedures:
  - a. Quality Assurance shall:
- (1) Upon receipt of initial discrepancy report use enclosure (1) to ensure accurate, clear, concise and comprehensive review of discrepancy is conducted prior to assigning Report Control Number (RCN). Maintain NAMDRP Routing Sheet with it's assigned RCN, this will provide the basic data and comments made during research of discrepancy to any assigned Quality Assurance member.
- (2) When a Report Control Number (RCN) is assigned, NAMDRP Tracking Form, enclosure (2) and Individual Tracking Sheet, enclosure (3) shall be utilized.
- (3) Track all correspondence, in chronological order, on enclosure (3). Information should include DTG of message, time date, and name of person contacted.

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### b. Deployable Units shall:

(1) Assign RCN to each NAMDRP report using the first digit of elements (9) through (12) to designate detachment number. HC-11 Detachment 15 will use "B" as detachment identifier.

E. J. GAWLIK

Copy to:

HC-3

HC-5

HC-11

**PMRF** 

OMD FALLON

OMD LEMOORE

OMD WHIDBEY

# NAMDRP TRACKING FORM

REPORT CONTROL #9 -	DEM /WC	13345	0.5.5		
DTG	DET/WC	HMR	QDR	EMR	EI
SUBJ.		CAT I	CAT I	I TPDR	ADR
REPLY DTG					
FOLLOW UP DTG OR PHONE					
DEPORT CONTROL #0					
REPORT CONTROL #9 -	DET/WC	HMR	QDR	EMR	ΕI
DTG		CAT I	CAT I	I TPDR	ADR
SUBJ.					
REPLY DTG					
FOLLOW UP DTG OR PHONE			****		
REPORT CONTROL #9 -	DET/WC	HMR	QDR	EMR	ΕI
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FOLLOW UP DTG OR PHONE					
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DTG		CAT I	QDR I	EMR	EI
SUBJ.		CALL	CAT II	TPDR	ADR
REPLY DTG					
FOLLOW UP DTG OR PHONE		· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·		
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## INDIVIDUAL REPORT TRACKING SHEET

TYPE REPORT OS SUBJECT LINE OF MESSAGE: INITIAL OUTGOING MESSAGE DIG OR DATE MAILED: WORK CENTER GENERATING THE REPORT: WHAT THE REPORT CONCERNS: AIRCRAFT SIDE NUMBER/BUNO NUMBER: USE THE LINES PROVIDED BELOW TO CHRONOLOGICALLY DISPLAY ALL ACTIONS TAKEN WITH THE ATTACHED REPORT, NOTE IF A COPY IS ATTACHED OR NOT. ON THE LINE BELOW THE WRITTEN ACTION, WRITE THE NEXT FOLLOW-UP DUE DATE. ADD ADDITIONAL SHEETS AS REQUIRED UNTIL ACTION IS COMPLETED. NOTE IF NO RESPONSE IS REQUIRED OR REQUESTED.	REPORT CONTROL NUMBER ASSIGNED:			
WORK CENTER GENERATING THE REPORT:  WHAT THE REPORT CONCERNS:  AIRCRAFT SIDE NUMBER/BUNO NUMBER:  USE THE LINES PROVIDED BELOW TO CHRONOLOGICALLY DISPLAY ALL ACTIONS TAKEN WITH THE ATTACHED REPORT. NOTE IF A COPY IS ATTACHED OR NOT. ON THE LINE BELOW THE WRITTEN ACTION, WRITE THE NEXT FOLLOW-UP DUE DATE. ADD ADDITIONAL SHEETS AS REQUIRED UNTIL ACTION IS	TYPE REPORT OS SUBJECT LINE OF MESSAGE:			
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